

Appendix C

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP POLICIES AND PROCEDURES

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DIETETIC INTERNSHIP PROGRAM

PROGRAM COSTS

POLICY

The Intern is responsible for paying the stated program fees by the specified dates. The Intern also assumes personal responsibility for living expenses throughout the entire program.

PROCEDURE

Listed below are the fees for the program:

\$ 35.00	application fee due with the application to the program
\$4600.00	tuition fee
\$4635.00	total fees

Listed below are other expenses and approximate costs:

\$6000.00	housing expenses (rent and utilities) plus food
\$ 25.00	Estimated cost of Tuberculosis test (TB)
\$ 100.00	lab coats
\$100.00	white uniform + white shoes --- if not already owned.
\$ 200.00	textbooks
\$ 500.00	personal needs
\$ 800.00	transportation and parking
\$1200.00	insurance (auto, medical, professional)
<u>\$ 200.00</u>	ADA membership and registration upon completion
\$9025.00	total estimated expenses

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DIETETIC INTERNSHIP PROGRAM**

HOUSING

POLICY

Each Intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that Interns find housing within one-hour commute of campus and most of the off-site campus sites.

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PHYSICAL EXAMINATION

POLICY

The Intern must test negative for Tuberculosis (TB) before starting the program. If the Intern does not pass the TB test, a physician at their expense must further evaluate them. Applicants with active Tuberculosis are ineligible for the internship

PROCEDURE

1. The Intern makes arrangements for a TB test with their local family doctor at their own expense not more than 3 months before the start of the program
2. One month prior to the start of the program, the Intern mails a copy of the TB results to the Internship Director. If follow up with a physician is necessary, the Intern makes arrangements for this.

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MEDICAL INSURANCE

POLICY

The Intern is required to carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the Intern. The Intern must show proof of medical coverage. Should the Intern be injured or ill at the University of Maryland College Park or at an outside affiliate rotation, the Interns' medical coverage would take effect to cover all costs.

PROCEDURE

1. The Intern submits a copy of the medical insurance coverage to the Internship Director on the first day of the program.

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PROFESSIONAL LIABILITY

POLICY

It is mandatory that each Intern carry Professional Liability Insurance throughout the entire program. The cost of the coverage is the responsibility of the Intern. The Intern must show proof of coverage.

PROCEDURE

1. The Internship Director (or designee) mails an Application Form for Professional Liability Insurance to each Intern prior to starting the program.
2. The Intern submits the application form and fee to the insurance company prior to starting the program.
3. The Intern submits a copy of the insurance coverage to the Internship Director on the first day of the program.

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ORIENTATION

POLICY

To ease the transition of the new Interns to the hospital, department, and program, the interns are oriented to each area.

PROCEDURE

1. Interns are notified by mail no later than August 01, 2001 regarding the starting date, time and location.
2. Interns are oriented to the University of Maryland during Orientation week
3. Interns are oriented to the department and program during the first week of the program. An Internship Handbook is given to and reviewed with the Interns during the first week and at later dates.
4. Interns are oriented to outside affiliations on the first day of the rotation.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

DRESS CODE

POLICY

To promote a professional image, the Intern will wear professional attire. When in the University Dining Services and/or off-site food production and service areas and during special functions, the Intern abides by the uniform dress code for kitchen staff, or as otherwise directed by preceptor. At other times, the Intern wears professional dress. When at affiliations or field observations, the Intern abides by the dress code of the affiliation or field observation.

PROCEDURE

1. While on the University of Maryland Campus, Interns will wear professional attire at all times.
2. Dress Code for Food Service Rotations
 - a. Interns will conform with the uniform policy of that facility. If white uniforms are required they are to be worn.
 - b. Interns will wear rubber sole shoes of color specified by the facility.
 - c. Hair should be styled in a conservative manner. Hair must be at or above the collar; long hair must be tied up. Hair restraints must be worn at all times.
 - d. Jewelry is worn per dress code of the facility
3. Affiliation/offsite Rotation Dress Code
 - a. Interns will wear business suits or professional dresses. Dress slacks may be worn only if facility permits.
 - b. Dress shoes may range from flats to moderate sized heels. No clogs, shoes with high heels or tennis shoes may be worn.
 - c. Make up, perfume and jewelry should be conservative. Jewelry worn should be in compliance with facility dress code.
 - d. Hair should be styled in a conservative manner.
4. Offsite Class Days
 - a. Interns will wear business suits or professional dresses. Adhere to other specifications described in section 3.

**UNIVERSITY OF MARYLAND COLLEGE PARK
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PARKING

POLICY

While at the University of Maryland Campus – the Intern shall park at assigned parking spaces.

PROCEDURE

1. By August 1, the Intern is informed of parking arrangements for the first day of class. Parking lots and ground parking are reviewed the first day of class.

**UNIVERSITY OF MARYLAND COLLEGE PARK
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TRANSPORTATION AND TRANSPORTATION ISSUES

POLICY

The Intern must provide his/her own transportation throughout the program to University of Maryland College Park, Affiliations, Field Observations, and other meetings. The Intern must also carry automobile liability insurance throughout the program. The Intern is responsible for all liability for safety in travel to or from assigned facilities.

PROCEDURE

1. On the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her automobile liability insurance coverage. This insurance must be at a level to meet and/or exceed Maryland insurance requirements.
2. On the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her medical insurance coverage.

**UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

American Dietetic Association (ADA) MEMBERSHIP

POLICY

The Intern is encouraged to join the American Dietetic Association and the Maryland Dietetic Association if he/she is not already an affiliate member. The fees associated with membership are the responsibility of the Intern.

DIETETIC INTERNSHIP PROGRAM

EQUAL OPPORTUNITY EMPLOYER

POLICY

The University of Maryland is an equal opportunity institution with respect to both education and employment. the university does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

In addition to the university's statement of compliance with federal and state laws, the University Human Relations Code notes the University of Maryland, College Park, affirms its commitments to a policy of eliminating discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Complete texts of the University's *Human Relations Code* and *The Campus Policies & Procedures on Sexual Harassment* are hereby incorporated by reference to the Undergraduate Catalog, Appendices A and B.

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DIETETIC INTERNSHIP PROGRAM**

FAIR LABOR STANDARDS

POLICY

The training given to the dietetic intern is for the benefit of the Intern. He/she does not displace regular employees. He/she works under the close supervision of the preceptor. The Intern is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

**UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

WEEKLY SCHEDULES

POLICY

On the first day of the program, the Intern receives the schedule of rotations for the year. Changes in the schedule may be necessary due to staff injury, turnover and/or other unforeseen situations. If the Intern needs to have his/her schedule changed, he/she must make the Internship Director aware of such change with at least one week's notice. Emergency situations are an exception. It is the Intern's responsibility to contact the preceptor at least one (1) week before the Intern is scheduled with the preceptor.

PROCEDURE

1. The Intern receives the schedule of rotations by week on the first day of class as part of the Internship Handbook.
2. If the Intern's schedule change is granted, the Internship Director adjusts the schedule.
3. The Intern informs any preceptor who is affected by the schedule change.
4. It is the Intern's responsibility to contact the preceptor at least one week in advance of when the intern is scheduled with this preceptor to determine start time and initial meeting site.

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CLASS SCHEDULES

POLICY

The Intern receives, at least two (2) weeks in advance of the date, the schedule for the class day. The Intern is responsible for preparing for the class and arriving on time. Each Intern must complete a Class Evaluation Form after each class and submit (and/or mail) it to the Internship Director by the following day.

PROCEDURE

1. The Internship Director schedules the class day. As many classes, as possible, are scheduled before the start of the school year and included in the Internship Handbook for review the first day of class.
2. A copy of the class schedules is emailed and/or placed in each Intern's mailbox. Another copy is placed posted on the Department Bulletin Board. Class schedules will also be available on the web page. Schedule updates can be emailed.
3. On the first day of class, the Internship Director provides Interns with Class Day Evaluation Forms to be used throughout the year and at off-site classes. Additional blank forms will be available on the web page.
4. The Intern completes the Class Day Evaluation Forms and returns them and/or mails them to the Internship Director the next day.

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ATTENDANCE

POLICY

The Interns are expected to report each day as scheduled. The Intern is scheduled for a minimum of forty hours (40) each week. Any unexcused absence is not tolerated. The Intern is counseled for any unexcused absence. The Intern documents his/her attendance on the Intern attendance form that is submitted monthly to the Internship Director.

PROCEDURE

1. The Intern daily records his/her hours as start time and end time on the Intern Attendance Form.
2. The Intern has the preceptor sign off on hours at the end of each week.
3. The Intern submits the Intern Attendance Form to the Internship Director by the end of the first week of the next month. Any discrepancies are discussed with the Internship Director.

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PUNCTUALITY

POLICY

The Intern is expected to be ready for work by the scheduled starting time. Lateness will not be tolerated while at University of Maryland College Park or at any affiliation or field observation. The Internship Director counsels the Intern for any lateness.

PROCEDURE

1. If the Intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.
2. The Internship Director documents the lateness and places the information in the Intern's file.
3. On the next class day, the Internship Director counsels the Intern.

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ABSENCE DUE TO ILLNESS

POLICY

The Intern is allowed up to four (4) excused absences due to illness. An absence of three (3) or more consecutive days requires a note from a physician. Such documentation may be required for shorter periods of absence as determined by the Internship Director. At the discretion of the Internship Director, time lost to sick leave may need to be made up.

For the fifth and subsequent absences the Intern will receive verbal counseling for the absence and that time will need to be made up at the discretion of the Internship Director.

PROCEDURE

1. The Intern calls the preceptor and the Internship Director at least two (2) hours before the start of his/her scheduled shift.
2. The Internship Director documents the illness and places the information in the Intern's file.

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ABSENCES DUE TO BEREAVEMENT

POLICY

The Intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence are approved by the Internship Director as Absences for Personal Reasons.

PROCEDURE

1. The Intern immediately contacts the Internship Director when there is a death of an immediate family member.
2. The Internship Director informs the preceptor and adjusts the Intern's schedule as needed.

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ABSENCES FOR PERSONAL REASONS

POLICY

There are days available to the Intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused for personal reasons. Approval is left to the discretion of the Internship Director. If the requested excused absence is greater than two (2) days, the Intern is required to make up the lost internship time, at the discretion of the Internship Director.

PROCEDURE

1. The Intern requests in writing the dates and reason for the absence.
2. The Internship Director informs the Intern, in writing, the reason for the approval or denial of the request.
3. All documentation is kept in the Intern's file.

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VACATION

POLICY

All Interns will be scheduled for one, 4-day week of personal vacation. The four-day week of personal vacation shall be the same for all Interns. The four days will be scheduled consecutively and are considered excused. The Internship Director will determine the actual four-day week selected after considering the needs of the Program.

PROCEDURE

1. At the beginning of the program, the Internship Director informs the Interns of the scheduled week of vacation.

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OBSERVANCE OF NATIONAL HOLIDAYS

POLICY

The Intern is entitled to the following holidays, most to be observed on the actual day in which the holiday falls.

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Martin Luther King's Birthday
6. Memorial Day

Interns may be assigned to work no more than one (1) holiday. If so, the Intern will be scheduled off on another day when he/she works on a true holiday. The alternate holiday will be scheduled within thirty (30) days of the missed actual holiday. All Interns must work the day before and after an observed or alternate holiday.

PROCEDURE

1. The Internship Director informs the Intern at least two (2) weeks in advance if he/she is scheduled to work the observed holiday. The Intern is informed of the alternate date for the holiday at this time.

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INTERN EVALUATIONS

POLICY

The Intern is given both written and verbal evaluations throughout the program. On the first day of each rotation, the Intern and preceptor fill out a “First Day Orientation Checklist” which defines rotation expectations relative to attire, experience hours, homework with due dates and any additional requirements. It is the Intern’s responsibility to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the Internship Director, Preceptor and the Intern by the specified date.

PROCEDURE

1. The Internship Director gives the appropriate evaluation forms to the preceptor and the Intern at least one (1) week prior to the specified date of the evaluation.
2. The appropriate people sign and date the evaluation forms and return them to the Internship Director.
3. The Preceptor gives and/or mails the completed evaluation forms to the Internship Director for review.
4. All evaluation forms on the intern are kept in the Intern’s file.

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ACCESS TO PERSONAL FILES AND OTHER MATERIALS

POLICY

The Intern has access, upon request, to his/her Department Internship files at all times; no files are to be taken home or out of the Department office. “It is the policy of the University of Maryland to permit students to inspect their education records.” For all educational records other than those housed by the Department, the Intern is referred to the University of Maryland Policy on the Disclosure of Student Records located in Appendix D of the Undergraduate Catalog

PROCEDURE

1. The Intern asks the Internship Director in writing to see his/her Department Internship file. The Internship Director gives the file to the Intern and sits with the intern while he/she reviews his/her file. The Intern returns the file when finished to the Internship Director.
2. For non-Department Files. “Requests for access should be made in writing to the Office of Registrations. The university will comply with a request for access within a reasonable time, at least within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is \$.25 per page. No campus will provide copies of any transcripts in the student’s records other than the student’s current university transcript from that campus. Official university transcripts (with university seal) will be provided at a higher charge.” Sites for various files (refer to UNDERGRADUATE CATALOG, pg. 281) include Registrations (Director of Registrations, Mitchell Building), Departments (Chairs), Counseling Center (Director, Shoemaker Hall).

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PROTECTION OF PRIVACY

POLICY

The Intern's file is kept in a locked file cabinet in the Internship Director's office. All information in the Intern's file is private except for projects the Intern has completed. Preceptors may refer to an Intern's project as requested. No one has direct access to the files except the Internship Director.

PROCEDURE

1. The Internship Director unlocks the file cabinet drawer at the beginning of the day on her/his workdays.
2. Any request to see an intern's project is honored by the Internship Director.
3. The Internship Director pulls the project from the files for the preceptor.
4. The Internship Director locks the file cabinet at the end of the day.

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DIETETIC INTERNSHIP PROGRAM**

GRADUATION REQUIREMENTS

POLICY

The Intern must meet graduation requirements as stated in the Agreement between the Intern and the Dietetic Internship Program (see Agreement). The Intern must sign and date the Agreement by July 1 proceeding the August start date. If the Intern refuses to sign the Agreement, he/she cannot continue in the program. If the Internship Director determines that the Intern can meet graduation requirements with an extension of time, an extension of time, within reason, is granted. If the Internship Director determines that the Intern cannot meet graduation requirements even with an extension of time, the Intern is terminated (see Termination Policy and Procedure).

PROCEDURE

1. The Intern signs the Agreement and returns it to the Program by July 1 proceeding the start date.
2. During the orientation week, the Internship Director (or designee) reviews the Agreement for graduation.
3. The Internship Director files the Agreement in the Intern's file

THE UNIVERSITY OF MARYLAND COLLEGE DIETETIC INTERNSHIP PROGRAM

GRIEVANCE

POLICY

The Intern has the right to file a grievance if he/she feels he/she has not been treated fairly. It is important that all Interns feel that they have been fairly treated and given every opportunity to discuss their problems in the program. The use of the “First Day Orientation Checklist” is in place to provide the Intern with reasonable expectations of what each rotation involves on the first day of that rotation.

PROCEDURE

1. The *Undergraduate Student Grievance Procedure* (outlined in the Undergraduate Catalog as Appendix I) and *Procedures for Review of Alleged Arbitrary and Capricious Grading* (outlined in the Undergraduate Catalog as Appendix J) are incorporated as the Grievance Policy for the Dietetic Internship and apply to all Interns.
2. If all or part of the grievance remains unresolved, the Intern may present the grievance to the immediate supervisor, in this case the Internship Director.
3. The Intern may present a grievance directly to the preceptor’s supervisor, in this case the Internship Director, if the preceptor is not reasonably available to discuss the matter.
4. The Internship Director shall attempt to mediate the dispute, and if mutually acceptable resolution is reached, the case is closed.
5. Formal Resolution. Any intern who has attempted informal resolution, and remains dissatisfied may obtain a formal resolution of a grievance pursuant to the following procedure.
 - The Intern shall file a written grievance with the Screening Board for Academic Grievances of the Division (hereinafter referred to as the divisional screening board).
 - The writing shall contain:
 - the act, omission, or matter which is the subject of the complaint;
 - all the facts the Intern believes are relevant to the grievance;
 - the resolution sought;

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- all arguments in support of the desired solution.
- A grievance must be filed in a timely manner or it will not be considered; in order to be timely, a grievance must be received by the appropriate divisional screening board within thirty days of the act, omission or matter which constitutes the basis of the grievance, or within thirty days of the date the intern is first placed upon reasonable notice thereof, whichever occurs first. It is the responsibility of the intern to insure timely filing.
- The divisional screening board shall immediately notify the Internship Director or Department Chair of the timely grievance. A copy of the grievance and all relevant material shall be provided.
- The Internship Director or Department Chair shall make a complete written response to the divisional screening board within ten days of receipt of a grievance.
- A copy of the preceptor's response shall be sent by the divisional screening board to the intern filing the grievance.
- The divisional screening board may request further written information from either party.
- The divisional screening board shall review the case to determine if a formal hearing is warranted. All or part of a grievance shall be dismissed if the divisional screening board concludes the grievance is:
 - untimely,
 - based upon a non-grievable matter,
 - being concurrently reviewed in another forum,
 - previously decided pursuant to this or any other review procedure,
 - frivolous or filed in bad faith.

All or part of a grievance may be dismissed if the divisional screening board concludes in its discretion that the grievance is:

- insufficiently supported,
- premature,
- otherwise inappropriate or unnecessary to present to the divisional hearing board.

The divisional screening board shall meet to review grievances in private. A decision to dismiss a grievance requires a majority vote of at least three members.

If a grievance is dismissed in whole or in part, the intern filing the grievance shall be so informed, and shall be given a concise written statement of the basis for the dismissal.

A decision to dismiss a grievance is final and is not subject to appeal.

- If the divisional screening board determines a grievance to be appropriate for a hearing, the Dean shall be informed. The Dean shall convene a divisional hearing board within fifteen days

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thereafter. The time may be extended for good cause at the discretion of the dean.

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DISCIPLINARY

POLICY

The Intern is subject to disciplinary counseling by any preceptor at any time during the program year when the Intern does not abide by the Dietetic Internship Program or the University of Maryland College Park policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. One serious offense is cause for immediate termination.

PROCEDURE

1. The preceptor speaks to the Intern within two (2) scheduled working days of the occurrence.
2. The preceptor documents each discussion and a copy of each documentation is given to the Internship Director. The Internship Director makes the Department Chair aware of the disciplinary violation.
3. The Internship Director files all written disciplinaries in the Intern's file.
4. After an intern receives three (3) disciplinaries, the Internship Director meets with the Intern to discuss the problem(s).
5. The Internship Director and the Department Chair determine if the disciplinaries warrant the termination of the Intern from the Program.
6. After each subsequent disciplinary, the Internship Director and Department Chair meet with the Intern to discuss the problem(s).
7. The Internship Director and Department Chair determine after each subsequent disciplinary whether the intern should be terminated from the Program.
8. The Internship Director documents each meeting with the Intern and the final results of the meeting.
9. All documentation is kept in the Intern's file.

APPENDIX C – POLICIES AND PROCEDURES

10. The *Code of Student Conduct* (outlined in the Undergraduate Catalog as Appendix C) and the *Policy on Academic Integrity* (outlined in the Undergraduate Catalog as Appendix F) are incorporated as part of the Disciplinary Policy for the Dietetic Internship. They are intended to supplement the above-listed procedures and apply to all Interns.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

TERMINATION

POLICY

The Intern can be terminated from the program at any time due to problems in the Intern's behavior or performance. It is the Internship Director's discretion to determine if the Intern should be terminated. Termination is based on written documentation of the Intern's behavior and/or performance. When an Intern is terminated, termination is immediate.

PROCEDURE

1. The Internship Director reviews each Intern's evaluation form for each rotation. Any unsatisfactory evaluation and/or other documentation (e.g. disciplinaries) is reviewed with the Department Chair.
2. If the Internship Director and the Department Chair determine that termination is warranted, they meet and discuss the decision with the Intern.
3. If the Intern does not agree with the termination, he/she may follow the Grievance Policy and Procedure.
4. If the Intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The Intern signs the summary and the summary is filed in the Intern's file. The Intern terminates immediately.
5. If the Intern files a grievance and the grievance committee determines that the Intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern terminates immediately.
6. If the Intern files a grievance and the grievance committee determines that the Intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern resumes his/her usual schedule.

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WITHDRAWAL

POLICY

The Intern may withdraw at any time from the program. Withdrawal is immediate. The Intern cannot return to the program after withdrawal. Withdrawal is different than Absences for Personal Reasons.

PROCEDURE

1. The Intern writes a letter to the Internship Director informing him/her of the withdrawal and the reason for withdrawal.
2. The Internship Director meets with the Intern to discuss his/her decision.
3. After the discussion, if the Intern decides to remain in the program, the Intern resumes his/her usual schedule.
4. The Intern writes on his/her original letter that he/she decided to remain in the program. The Intern and Internship director sign and date the letter. The letter is filed in the Intern's file.
5. After the discussion, if the Intern decides to withdraw from the program, the Intern withdraws immediately.
6. The Intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the Intern's file.

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CHART NOTES

POLICY

All medical chart notes written by an Intern must be cosigned by the preceptor on the same day that the note is written. At the beginning of the program all chart notes are written on a separate sheet of paper. The preceptor informs the Intern when he/she can place notes directly in the medical record. The Intern signs the note as follows:

First initial. Last Name, Dietetic Intern

PROCEDURE

1. The Intern records a list of all patients that he/she has seen on whatever form the facility requires.
2. The preceptor and Intern determine a time of day for the intern to give the list to the preceptor.
3. The preceptor is responsible for reviewing and countersigning all Intern notes.

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Off-Site Facility Rotations/ Field Observations

POLICY

The Intern must follow all Off-site facility policies and procedures during rotations at those facilities. The Intern must send a thank you note to the preceptor at the rotation or field observation immediately after the learning experience or class day visit. If all of the Interns attend a field observation as a group, one thank you note signed by all is sufficient. It is the Interns' responsibility to be prepared for the learning experience, i.e., the date, time, dress code, directions, reading assignments, projects, evaluation forms, and objectives for the learning experience.

PROCEDURE

1. The Intern prepares himself/herself for the off site rotation or field observation. The Internship Director assists as needed.
2. After a rotation, the Intern brings back the evaluation forms and returns them to the Internship Director.
3. The Intern writes and mails a thank you letter immediately after the learning experience.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
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WRITING ASSIGNMENTS

POLICY

All written assignments must be completed neatly, orderly, accurately, and thoroughly and must be turned in by the specified date. The preceptor and Internship Director must approve any request for an extension of time on a project. All projects, unless otherwise stated, must be typed.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

CONTINUING EDUCATION

POLICY

The Interns are encouraged to attend Maryland Dietetic Association dietetic practice group meetings, Medstar and Bayview Center Grand Rounds and other conferences/meetings as available. Attendance at conference or meetings is usually during supervised experience (“work time”). The Internship Director has final approval for the intern to attend any meeting. The Intern pays fees for conferences/meetings.

PROCEDURE

1. The Internship Director posts all available conference/ meeting brochures on the bulletin board in the Department
2. If the Intern wishes to attend a conference/meeting, he/she writes a request to the Internship Director stating the conference, date, time, location, and cost of the meeting.
3. The Internship Director responds in writing to the Intern if approval is granted or denied.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

STUDENT SUPPORT SERVICES

POLICY

The University believes that seeking help is a sign of strength. Many students encounter a variety of personal, social, career and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential counseling services to all University students. Counseling services include: personal/social counseling, career counseling, academic skills counseling, group counseling, support for students with disabilities, returning students program, testing services, consultation and evaluation for parents and children.

PROCEDURE

1. To schedule an appointment, call (301) 314-7651 or stop by the Shoemaker Building. Walk-in counseling is available to minority students every day from 3 p.m. to 4 p.m.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

PROGRAM EVALUATION

POLICY

The program is evaluated by the program's preceptors, by first and third year graduates, by employers of first and third year graduates, and by the current Interns. The current Interns have an opportunity to evaluate the program at the mid-point of the program and at the end of the program year. Additions, deletions, or revisions in the program are made during the program when needed or before each program year to enhance the Intern's learning experience or the program itself.

PROCEDURE

1. For the current group of interns, the Internship Director gives the Interim Program Evaluation Forms on a disc to the Intern one (1) week before the form is due.
2. The Internship Director and intern together review the comments on the evaluation form on the specified date. In addition, the interns will have an exit interview with the Department Chair to provide feedback on the program.
3. The Internship Director distributes the evaluation forms to program preceptors in June of each year.
4. The Internship Director assesses the comments, shares the information with the Dietetic Internship Advisory Committee, and makes changes in the program as appropriate.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

INTERN ROLE AND RESPONSIBILITIES

POLICY

To acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program.

PROCEDURE

1. To be punctual and available throughout the rotation.
2. To present himself/herself in a professional manner and appearance at all times.
3. To represent The University of Maryland College Park in an appropriate manner and appearance when visiting affiliations, class days and field observations.
4. To complete objectives, learning experiences, reading assignments, and projects by due dates.
5. To be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
6. To follow hospital, department, and program policies and procedures.
7. To maintain confidentiality of all information discussed within the hospital and department.
8. To ask for the preceptor's approval to leave his/her area of responsibility. To communicate to the instructor when attending meeting or conferences out of the building.
9. To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor's schedule that may arise.
10. To maintain respect for positions of authority.
11. To function as a team player.

APPENDIX C – POLICIES AND PROCEDURES

12. To seek guidance when needed.
13. To research and look up information as needed.
14. To accept constructive criticism.
15. To completely accept responsibility for all actions.
16. To maintain a positive and hard-working attitude.
17. To maintain open and frequent communication with staff.
18. To attend all required conferences, meetings, and classes.

THE UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

PRECEPTOR ROLE AND RESPONSIBILITIES

POLICY

To teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor's area of specialty.

RESPONSIBILITIES

1. To orient the Intern to the facilities, objectives, learning experiences and due dates.
2. To review the schedule and competencies of the rotation with the Intern.
3. To complete orientation to unit checklist on the first day of the rotation with the Intern.
4. To inform other employees of the dates when the Interns will be in his/her area.
5. To meet with the Intern at least once each week to discuss projects/concerns.
6. To correct, return, and review written projects within one week after receiving them from the Intern.
7. To complete appropriate Intern evaluation forms by the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.
8. To provide immediate positive feedback and constructive criticism throughout the rotation to the Intern.
9. To give guidance throughout the rotation and especially with written projects to the Intern.
10. To act as a resource person when the Intern has questions.

APPENDIX C – POLICIES AND PROCEDURES

11. To refer the Intern to appropriate resources when needed.
12. To be aware of internship policies and procedures.
13. To enforce policies and procedures when needed.
14. To discipline the Intern as needed.
15. To act as a mentor and function as a team player.
16. To serve as a role model at all times.
17. To empower Interns to an interdependent, but autonomous level of function.
18. To review, in a timely manner, the Intern's progress with the Internship Director at the midpoint and end of the rotation.
19. To provide constructive feedback on the Program Evaluation Form.

MERCY MEDICAL CENTER, INC.
DIETETIC INTERNSHIP PROGRAM

INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES

POLICY

To direct and coordinate the Internship Program, at The University of Maryland College Park and at the affiliations.

RESPONSIBILITIES

1. To orient the Intern to the program.
2. To organize the rotations throughout the year.
3. To coordinate with the preceptor the objectives, learning experiences, and projects for the intern for that rotation.
4. To monitor and evaluate the Intern's progress in each rotation throughout the year. To communicate with the preceptor at the mid- and end points of each rotation.
5. To write the Interns' schedules.
6. To plan and schedule class days.
7. To counsel and guide the Intern.
8. To serve as a role model.
9. To serve as a mentor
10. To act as a liaison between the preceptor and Intern as needed.
11. To serve as an advocate for the Intern when appropriate and justified.
12. To enforce policies and procedures.
13. To direct the selection and procession of new Dietetic Interns.
14. To evaluate and revise the program as needed to improve quality and meet American Dietetic Association requirements.

APPENDIX C – POLICIES AND PROCEDURES

- 15 To enforce the role and responsibilities of both the Intern and the preceptor.
- 16 To recruit adequate and appropriate preceptors.
- 17. To recruit members of the Dietetic Internship Advisory Committee.

**University of Maryland College Park
Department of Nutrition and Food Science
Dietetic Internship Program**

**MEMORANDUM OF AGREEMENT
BETWEEN**

And

**UNIVERSITY OF MARYLAND COLLEGE PARK
DEPARTMENT OF NUTRITION AND FOOD SCIENCE
DIETETIC INTERNSHIP PROGRAM**

Requirements for Program Completion:

In order to satisfactorily complete the Dietetic Internship Program which runs from August 13, 2001 to June 28, 2002 sponsored by the University of Maryland, College Park, the following requirements must be met:

1. Program Fee

The student shall pay University of Maryland College Park the Program Fee of \$4,600 and shall be entitled to a refund of such Program Fee as follows:

a. Payment of Program Fee:

- i. Deposit of the Program Fee (\$2,300) (“Initial payment”) shall be paid by July 31, 2001; and
- ii. The remainder of the Program Fee (\$2,300) (“Final Payment”) shall be due no later than commencement of the Program on August 13, 2001.

b. Refund of Program Fee:

- i. If the Student withdraws from the Program for any reason more than thirty (30) calendar days before August 13, 2001, the Student will be entitled to a refund of 100% of the Program Fee paid by Student, less a \$500 administrative fee.
- ii. If the Student withdraws from the Program within thirty (30) before August 13, 2001 and the Initial Payment has been made, the Student will not be entitled to a refund. Also, as a consequence, the Final Payment will not become due.
- iii. If the Student withdraws or is asked to leave the Program within thirty (30) calendar days after August 13, 2001, the Student is entitled to refund of \$500.

Notwithstanding the foregoing, in the event the Student withdraws from the Program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director's sole discretion, then the Student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the Program Fee will be retained and applied toward completion of the Program in a future year.

- iv. If the Student withdraws or is asked to leave the Program after thirty (30) calendar days after August 13, 2001, the Student will not be entitled to any refund.

2. Transportation

Student shall be responsible for providing any transportation needed to commute to and from the Sponsoring Facility.

3. Planned Experiences

All Planned Experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any request for an extension of time to complete the Planned Experiences must be approved by the preceptor and Internship Director. Evaluation Forms must represent that the intern satisfactorily met the

Planned Experiences for that rotation. Unsatisfactory completion of the Planned Experiences does not meet the requirements of the Program.

4. Major Projects

a. Administrative Project:

This project must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable project will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

b. Major Clinical Case Study:

This case study must be satisfactorily completed as outlined in the case study guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable case study will be designated as unsatisfactory completion of the case study. Unsatisfactory completion of the case study does not meet the requirements of the program.

c. Rotation Projects:

All written projects for each rotation must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. Unapproved late assignments or unacceptable projects will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

d. Rotation Quizzes:

All quizzes at the end of each rotation must be answered satisfactorily. If the questions are not answered satisfactorily, the intern cannot continue to the next rotation. Unsatisfactory responses to any of the questions does not meet the requirements of the program.

The purpose of the program is to produce competent, professional, and dedicated entry-level dietitians. By meeting the requirements as stated above, the purpose of the program will be met.

Intern's Agreement:

I have read the above rules and the Internship policies and Procedures (attached) fully understanding their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and Facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore, be ineligible to take the Dietetic Registration Examination (DRE). With my signature I attest that I am at least 18 years of age and competent to sign this Agreement

Intern's Signature: _____

Printed Name: _____

Date: _____

4/00